

## Impact Assessment template

### Step 1: Screening for relevance

<b>Name of a function:</b>	<b>Provision of a strategic asset management function</b>
<b>Date: May 2011</b>	
<b>Lead Officer:</b>	<b>Jane Williamson</b>
External Challenger:	
Other members of team undertaking Impact Assessment:	Hazel Job Kathryn Jones

**Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:**

**Strategic asset management is the process by which the Council manages the improvement and development of its operational buildings so that services are delivered from the right building in the right location in accordance with pledges in the Corporate Plan and Service Plans. Business leads, assets follow.**

**The Function does not include the design of individual buildings nor the general accessibility of the service.**

Please delete guidance notes (*in italic*) after completion

<b>Is the above relevant to equality and diversity?</b>	<b>Yes <input checked="" type="checkbox"/></b>	<b>No <input type="checkbox"/></b>
Quick check:		
✓ <i>Is the policy (function, procedure etc.) concerned with people?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
✓ <i>Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
✓ <i>Does the policy (function etc.) involve face to face contact?</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
✓ <i>Does it include making decisions based on someone's individual characteristics, circumstances or needs?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
✓ <i>Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
✓ <i>Is the policy (function, procedure....) likely to have a significant impact on someone's life, health or wellbeing?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Exit the process if you answered No to all of the above questions, otherwise please continue.</b>		

**Step 2: Scoping**

<b>What do you already know about the policy (decision etc), what are the main issues you need to consider:</b> <i>(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)</i>				
Target group / area	Main issues ( <i>bullet points</i> )	Evidence and data currently available ( <i>qualitative &amp; quantitative</i> )	Consultation / involvement carried out	Further information needed to undertake the assessment
<b>Race and Ethnicity</b> <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	Accessibility of service will be considered in service plan	Service Asset Management Plan produced in conjunction with service	Y (with service)	Use Corporate and service research
<b>Disability</b> <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	Service Asset Management Plans reflect service plans and Equality & Diversity Impact Assessments  Access audits identify deficiencies, restrictions on alteration of listed buildings	Complaints, comments complements system Performance Indicators Customer/Employee feedback Asset Challenge Phase 1 assessed buildings for fitness for purpose Access Audits	Y	Access audits ongoing for all operational buildings
<b>Gender / Gender reassignment</b>	Service consideration	Complaints comments and compliments system	Y ( <i>with service</i> )	

Please delete guidance notes (*in italic*) after completion

<b>Religion and belief</b>	Service consideration Provision of prayer room	Complaints comments and compliments system, from CYPS liaison with church schools.	Y ( <i>with service</i> )	
<b>Sexual orientation</b> ( <i>inc. heterosexual, lesbian, gay, bi-sexual</i> )	No impact		Y/N	
<b>Age</b> Children and young people Adults Younger older people Older older people	.Service consideration	Complaints comments and compliments system	Y ( <i>with service</i> )	
<b>Rural communities</b>	Service consideration		Y ( <i>with service</i> )	
<b>Areas of deprivation</b>	Service consideration	Corporate research, indices of multiple deprivation	Y ( <i>with service</i> )	

### Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i>	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. <b>High</b> -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees <b>Medium</b> -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent <b>Low</b> -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
<b>Race and Ethnicity</b> <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	Would be dealt with by the service operating from the building	Location of building could improve access to service and help community cohesion.			x	
<b>Disability</b> <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	See Equality & Diversity Impact Assessment for accessible buildings	Location of building could improve access to service		x		

<b>Gender / Gender reassignment</b>	No impact				x	
<b>Religion and belief</b>	No impact				x	
<b>Sexual orientation</b> <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	No impact				x	
<b>Age</b> Children and young people	Service consideration				x	
Adults						
Younger older people						
Older older people						
<b>Rural communities</b> Service availability (access)	Service consideration	Building location would need to take account of road network, parking, public transport			x	Rural Strategy and Rural Housing Strategy will plan for service delivery in rural communities.
Cost of service delivery and costs to community to access the service		Costs of public transport				
Impact on quality and character of the natural rural landscape and residents	No impact	Design issue				

Impact on people wishing to visit the countryside	No impact					Rural Strategy will include the impact of tourism on the economy
<b>Areas of deprivation</b>	Service consideration	Joint working with partners and stakeholders will improve collocation of services.			x	Asset challenge identified clusters of buildings owned by stakeholders that could be used more efficiently/jointly.
<b>Human rights</b>			<b>No Rating Needed</b>			

#### Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.	Improved access to services could improve community cohesion.	Improved access to services will improve wellbeing	no	no	no	Improved access to services will improve wellbeing	Improved access to services will improve wellbeing	no
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	<b>Physical activity</b> location of building could encourage walking to access service							
	<b>Smoking, Drugs or alcohol use</b> no							
	<b>Sexual behaviour</b> no							
	<b>Accidents and stress at home or work</b> no							
	<b>Diet</b> no							
Is there likely to be a significant demand on any of the following health and social care services?	<b>Social services Primary care</b> no							
	<b>Community services</b> no							
	<b>Primary / hospital care/ A&amp;E / Need for medicines etc.</b> no							



### Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	No
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	
• tendering and specifications	
• awards process	
• contract clauses	
• monitoring and performance measures	

### Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? <b>N/A</b> <b>Reflect these actions in the E&amp;D part of the Directorate Business plans.</b>		
Action	Lead Officer	Deadline
Regular reviews with service	Jane Williamson/asset managers	ongoing

### Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Service outcomes provided by the CU through grant funding are monitored on a quarterly basis and to linked to grant payments.
Next review of the policy (function etc.)	
April 2013	

**Step 8 Signing off; Overview and Scrutiny involvement; Publishing**

Lead Officer:		
Approved by Head of Service:		
<b>Overview and Scrutiny involvement</b>		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

**All Impact Assessments are publicly available from a designated area of the Council’s website, please forward the completed EIA to the Equality and Diversity Managers for publishing.**